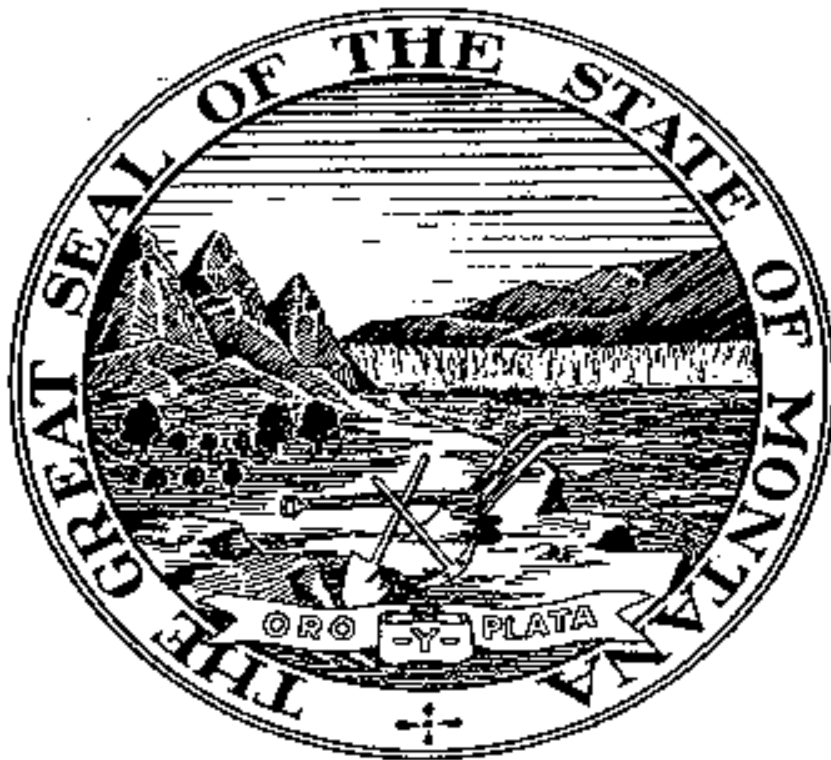


# **Typical Minimal Guidelines For Workplace Safety Inspection Of A Transportation Freight Dock**

Occupational Safety and Health Bureau



Montana Department of Labor & Industry

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The following is intended to serve the employer as a work guide only. Specific regulatory requirements should be addressed by consulting the regulatory publications such as 29 CFR 1910 and/or by contacting the regulatory agency, i.e. OSHA, EPA, etc. This guideline is not intended to quote specific standards as they are written in the regulatory publications, but to provide the employer with the basic intent of various standards. Additional assistance can be obtained regarding specific requirements of a standard by contacting the Montana Department of Labor and Industry, Occupational Safety and Health Bureau (406) 444-6401.

## **GUIDELINES FOR FREIGHT DOCK INSPECTIONS**

Prior to the inspection review previous inspection reports and injury/accident records to determine potential trouble areas and extent of corrective action by management, supervisors and employees.

At the beginning of the inspection select a vantage point to observe the general condition of the overall facility. Note work processes and if they seem to be acceptable from a safety standpoint. Note if aisles are clear, freight stacked safely and if the operation seems to be orderly and well kept.

Be alert for unsafe work practices and unsafe working conditions. During the inspection ask supervisors or employees to determine if equipment is in safe working condition or if an employee knows the proper and safe procedure for a particular job function.

### **Safe Work Practices**

Because most injuries and accidents are a result of unsafe practices the most important part of the inspection is to determine if supervisors and employees are complying with rules and procedures.

*Employee condition* – Is there any indication that any employee is sick or suffering from strain, pain or injury? Is there evidence that an employee is inadequate for the job – for example, lacking in physical strength or stamina, or inadequate vision? Is there any indication that an employee has emotional problems?

*Employee Personal Care* – Are employees dressed suitably for the job. Is clothing warm enough and of close fit so that it cannot be caught on freight or equipment? Are shoes adequate? Is hair is long, is it restrained to avoid being caught in freight or equipment? Do employees wear rings, chains and other jewelry that might be caught on nails, freight or equipment?

*Smoking* – Do supervisors and employees comply with smoking rules? Is there smoking in vehicles, in areas where there are hazardous materials and in other freight storage areas? Look for evidence of prohibited smoking such as butts, in “NO SMOKING” areas.

*Freight Handling* – Are employees using proper lifting and freight moving techniques? Watch to see that employees stoop – keep back as straight as possible – the load close to the body and lifting with the legs to avoid strain. Are handlers gripping freight securely and getting help with bulky or heavy items? If gloves are worn are they of the proper type and fit? Do freight handlers working together follow teamwork rules of planning, lifting, moving together?

Do employees use protective equipment needed for a job? Do they wear gloves to avoid cuts and splinters? Do they avoid grabbing metal bands and do they keep hands away from places on containers that can cause cuts or mash fingers and hands? Do they use equipment guards or bypass them?

*Horseplay* – Is there any indication that employees are engaging in practical jokes or other hazardous practices, including improper use of equipment, that can result in injury? Do employees use stairs to reach the yard or do they jump off of the platform?

*Housekeeping* - Are employees using trash barrels for waste such as soft drink bottles, lunch bags, etc./ do they store dunnage neatly and keep a clean work area? Are items of clothing, such as jackets, hung on fire extinguishers and in other improper locations? Do employees stack freight orderly and safely so it won't fall over or be an obstacle to others? Is freight in a position that it cannot fall, roll or otherwise move in a way that can cause injury or damage? When not in use is equipment properly parked when operator is not within 25 feet (power off, forks lowered, brakes set).

*Use of equipment* - Note use of freight handling equipment (two wheelers, pry bars, forklifts, carts, tow lines, etc.)- Is it loaded properly and moved safely? Does the freight handler protect self and others? Are hands and limbs and body parts used and protected properly? Is there a good view in the direction of travel? Is equipment proper for the freight being handled?

*Cargo heaters* - do employees follow instructions for fueling, igniting and loading heater?

## **HOUSEKEEPING**

Are floors and corners free of trash and debris? Is there trash in the yard at the base of the dock? Is there trash, dunnage and other debris at loading doors and in vehicles?

Are there a sufficient number of trash containers, properly spaced around the dock? Are they in sound condition, made of materials that will resist leakage and fire? Do they have covers? Are they apparently emptied at regular intervals to avoid overflowing? Are they positioned out of the way of work activities but still convenient?

Are floors clean of grease, oil, spills, water or other matter that can cause a slip or loss of control of equipment? Are floors free of breaks, holes and other defects that can cause

workers to stumble or loss of equipment control? Are there signs to show maximum floor loadings?

Are stairs leading to the platform in good repair? Is there a rail on open sides for stairs of four risers or more? Permanent ladders must be firmly attached with no bent or missing rungs. Note whether there are obstacles on stairs or at the top or bottom of stairs and ladders.

Are cleaning supplies readily available - brooms, absorbent materials, shovels, etc.?  
Are they stored orderly, free from fire hazard?

## **FIRE CONTROL**

Are fire doors kept closed, free of obstructions, trash, etc?

Are exits marked with exit signs that are visible and letters at least 6' high and ¾" wide?  
Are exits and access to exits free of obstructions? Exit doors must not be locked. Doors that are not exits must be marked "No Exit" if they can be mistaken for exits.

Are fire instructions posted at convenient locations? Are there no smoking signs as needed in areas where smoking is prohibited? Are there receptacles for smoking materials in the smoking area? Are receptacles kept clean - free of paper and other trash?

Are fire extinguishers secure in mounting and at proper heights. If extinguisher has been removed is a replacement in place? Do extinguisher plates show class of fire that extinguisher can be used on? Are extinguishers proper for type of fire hazard that may be present? Are extinguishers free of corrosion and other damage? Check pressure gauge. Check tags to see if monthly inspections have been conducted and if recharged annually. Tags must be initialed for inspection, recharge and repair.

Are extinguishers readily accessible - not blocked by freight or equipment? If not readily visible is there a sign showing their location? Are extinguishers conveniently spaced no greater than 75 feet apart?

Are flammable liquids and other hazardous materials kept away from heaters, flame, exposure to water or damage by freight handling equipment? Are flammables, such as gasoline or cleaners stored in safety cans, cabinets or other safe locations? Is maintenance and fueling of freight handling equipment away from damage to fuel supplies and from sparks, heat, open flames.

Check electric motors and other machinery for accumulations of grease, dirt, trash that might cause fires.

## **ELECTRICAL**

Permanent wiring must be securely mounted, free of chafing, kinks, cuts, insulation good: secure at connections to boxes and fixtures; no splices except at junction boxes; wiring and lights must be out of line of damage from people, freight and equipment.

Outlets and boxes must be covered and securely mounted. Check wiring into lights and boxes to see that it is secure, not rubbing and not exposed. Light should be burning and with no cracked or broken lenses.

Check switches, breaker and fuse boxes for defects such as loose connections, wrong fuses, loose wires, trash, lines and switches not marked or identified. Vacant switch receptacles failing to have a blank guard protecting the opening.

Calculate loads on circuits. Look for overloading of outlets.

See that each machine, vending machine and power tool is grounded or that portable tools can be grounded. Check to see if grounding plug has been cut off portable tools or extension cords. Look for shock producers such as water accumulation and metal pipes that might be touched accidentally when handling electric equipment.

Cord wiring must be heavy duty, free of heating, kinks, cuts, abrasion. Plug end wiring must be tight. Note instances of spliced wiring, wiring and power tools in wet locations. Note extension cords blocking walkways, passing through doorways or walls, and subject to scuffing or strain. Check for extension cords being used in place of permanent wiring of the structure.

Check condition and use of electrical tools. Protective devices and equipment must be in use. Tools must not be used in hazardous areas or on containers which contain flammable vapors or hazardous materials.

Lights should eliminate dark areas at all points on the dock, sufficient to read labels and documents, but free from glare or physical damage.

## **HEALTH AND SANITATION**

Are food and bathroom areas clean (no trash, adequate trash receptacles, floors, fixtures, furnishings free of dirt and scum.

No water on floor, garbage, crumbs or spills). Are facilities well maintained (wastebaskets emptied, sufficient towels, tissues, napkins, plumbing and lighting OK)?

Is protective equipment adequate and accessible? Is there storage to keep such equipment orderly, clean and accessible? Is equipment clean and in good repair?

Is there a problem of dust, fumes or vapor in the air? Are forklift exhaust fumes excessive? Is there evidence of leaking improperly stored materials that emit fumes or vapors? Is there unnecessary idling of forklift equipment in trailers and on the dock? Are there other ventilation problems?

Are noise levels high? What is the cause? Can they be controlled by work practices, by eliminating or isolating a work process or by protective devices?

*First Aid* - Is there a first aid kit readily available for emergencies? Check to see that the supplies are adequate for the type of injuries which may be experienced in the dock area. Also be sure that first aid responders have been properly trained.

## **AT LOADING DOORS**

Check doors for damage or disrepair of door or hardware. Test door to see if it moves easily but is not likely to fall on employees. Check doors on vehicles to see that they are in good condition. Interior of vehicle should be checked for nails, trash, dunnage; check trailer walls, floor and roof for damage and for hazards to employees. Note if freight on inbound trailer was stacked safely and if outbound trailer is being loaded properly.

Is light at door positioned properly? Is it secure and free from defects? Check wiring and outlets at each door for defects.

Is a dockplate in place at each door? Is it free from damage and sharp edges? Does it have handholds if moved by hand? Does it have anchoring devices and is it properly anchored? Are wheel chocks in use for trailers boarded by forklifts?

## **STORAGE AREAS AND EQUIPMENT**

Check freight areas to see if permanent aisles and bays are defined and if freight is kept within assigned areas. Is miscellaneous bulk freight such as tires and crated machinery stored out of aisles and stacked so it cannot fall on workers? Are hazardous materials in a safe location safe from moisture, heat, sparks, damage from equipment? Is freight on carts stacked safely? Are cargo heaters safe from damage?

## **FORKLIFT TRUCKS**

Have an authorized employee start engine and operate all controls and devices- Note adequacy of brakes, noise level, fumes and smoke, horn, leaks of oil and fuel, broken control handles and switches, excessive wear of parts, tires and seats.

Are forklifts refueled only in designated area? Are fuel supplies and batteries safe from damage, heat, sparks, etc.? Is there a fire extinguisher close by? Is there an extinguisher on the truck (if none is within 50 feet)? Watch a refueling operation to if it is done safely.

Have operators received the required training to operate the forklift. Is the training documented? Do operators obey safe traffic rules, drive and turn slowly, carry loads close to the floor? Do operators have adequate view of their paths? Are units parked properly (forks lowered, Brakes set, controls neutralized, engine off). Note unsafe practices such as operating too close to other employees.

## **CHANGING AND CHARGING STORAGE BATTERIES**

Are battery charging -installations located . In areas designated for that purpose? Are employees provided with sufficient personal protective equipment (rubber gloves, apron, eye and face protection) and required to use them when changing, charging or moving batteries?

Are facilities provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries?

Are overhead hoists or equivalent material handling equipment provided for the handling of batteries? Check for proper installation, positioning and securing of batteries in equipment. Is a syphon being used when handling electrolyte?

When charging batteries, is acid being poured into water and not water into acid? Are proper no smoking signs posted and the rule enforced in battery charging areas? Are tools and other metallic objects kept away from the top of uncovered batteries?

## **TERMINAL UTILITIES**

Are fuel lines secure, in good condition, free of odors - wetness or other indications of leaks? Are there tags to show furnace inspection - maintenance dates and initials of person who performed service? Is the exhaust (chimney, flue, etc.) free of leaks and defects?

Are electrical panels, outlets, lines in good order? If high voltages are present there should also be guarding to protect persons from shock. Make a complete electrical check as outlined for the dock. Note cleanliness and need for trash control.

## **BULLETIN BOARD AND RECORDS**

OSHA Job Safety and Health Poster should be posted along with fire and emergency guides, and emergency phone numbers. Each board should be checked periodically to make sure it is properly maintained.



Terminal records of inspection should be maintained. OSHA records Including proper maintenance of the OSHA forms 200, 101 or employers Workers Compensation First Report of Injury should be maintained for the past 5 years.

Are company injury and accident reports being maintained and current. Are follow-up reports as to what was done to prevent an accident from reoccurring being documented and actions taken.

## Freight Dock Safety Inspection

Terminal \_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_

### Safe Work Practices

YES NO Comment

- |     |     |   |  |
|-----|-----|---|--|
| ___ | ___ | 1. Employees in good health, dressed properly.  |  |
| ___ | ___ | 2. Smoking rules obeyed in trailers and on dock.  |  |
| ___ | ___ | 3. Freight lifting techniques proper to avoid strain.                                   |  |
| ___ | ___ | 4. Freight handled to avoid cuts and other injuries                                     |  |
| ___ | ___ | 5. Personal protective equipment used as necessary.                                     |  |
| ___ | ___ | 6. No evidence of horseplay or improper climbing, jumping, running or other unsafe act. |  |
| ___ | ___ | 7. Housekeeping practices good (trash clothing, equipment out of the way).              |  |
| ___ | ___ | 8. Handling equipment used properly.  |  |
| ___ | ___ | 9. Cargo heaters fueled, ignited, loaded properly.                                      |  |

### Housekeeping

- |     |     |  |  |
|-----|-----|--|--|
| ___ | ___ | 1. Free of trash and debris.   |  |
| ___ | ___ | 2. Trash containers sufficient in numbers and no overflow.                             |  |
| ___ | ___ | 3. Aisles clear of freight & equipment.  |  |
| ___ | ___ | 4. Floors clean, dry, no defects.  |  |
| ___ | ___ | 5. Stairs & ladders in good repair, clear of trash & obstacles, dunnage neatly stored. |  |

### **Fire Control**

YES NO

- \_\_\_ \_\_\_ 1. Exits marked and unlocked.
- \_\_\_ \_\_\_ 2. Fire instruction posted.
- \_\_\_ \_\_\_ 3. No smoking areas designated & posted with signs.
- \_\_\_ \_\_\_ 4. Extinguisher inspections current.
- \_\_\_ \_\_\_ 5. Extinguisher locations well marked and accessible.
- \_\_\_ \_\_\_ 6. Flammables-hazardous materials properly stored.
- \_\_\_ \_\_\_ 7. Machines free of oil, dirt, & grease.
- \_\_\_ \_\_\_ 8. Cargo heaters & fuel properly stored and hazard warnings posted.

### **Electrical**

- \_\_\_ \_\_\_ 1. Permanent wiring, boxes, switches, outlets, lights, secure, free of defects.
- \_\_\_ \_\_\_ 2. Breaker & emergency switches clearly marked and vacancies guarded by approved blanks (not tape or combustible material)
- \_\_\_ \_\_\_ 3. Lines and outlets not overloaded.
- \_\_\_ \_\_\_ 4. Machines, tools, vending & water machines grounded and in good repair.
- \_\_\_ \_\_\_ 5. Electrical service cords undamaged and free of splices.
- \_\_\_ \_\_\_ 6. Electrical extension cords not being used in place of fixed or permanent wiring of the structure.
- \_\_\_ \_\_\_ 7. Lighting (portable/fixed) provides adequate lighting, free of glare & defects.

### **Health and Sanitation**

YES NO

- \_\_\_ \_\_\_ 1. Restrooms clean & equipped.
- \_\_\_ \_\_\_ 2. Food area clean & equipped.
- \_\_\_ \_\_\_ 3. Personal protective eqpt. Properly stored, available, clean, & maintained.
- \_\_\_ \_\_\_ 4. First aid kit available & maintained.
- \_\_\_ \_\_\_ 5. Ventilation good on dock & in vehicles. Dust and fumes controlled.
- \_\_\_ \_\_\_ 6. Noise levels OK.

### **At Loading Doors**

- \_\_\_ \_\_\_ 1. Overhead doors OK.
- \_\_\_ \_\_\_ 2. Outlets, wiring, lights OK.
- \_\_\_ \_\_\_ 3. Freight stacked OK in vehicles.
- \_\_\_ \_\_\_ 4. Vehicle doors in good repair.
- \_\_\_ \_\_\_ 5. Vehicle interior free of hazards & damage.
- \_\_\_ \_\_\_ 6. Chocks in use for forklift loading.
- \_\_\_ \_\_\_ 7. Dock plate available or anchored & in good repair.
- \_\_\_ \_\_\_ 8. Smoking rules obeyed.

### **Forklift Trucks**

- \_\_\_ \_\_\_ 1. Horn, handbrake operate OK.
- \_\_\_ \_\_\_ 2. Operated in a safe manner by an authorized person.
- \_\_\_ \_\_\_ 3. Parked with brakes set, forks lowered, mast forward, controls neutralized, and engine off.
- \_\_\_ \_\_\_ 4. Refueling area in order and smoking rules obeyed.

### **Storage Areas and Equipment**

- \_\_\_ \_\_\_1. Permanent aisles defined and clear.
- \_\_\_ \_\_\_2. Freight stacked properly.
- \_\_\_ \_\_\_3. Loading of carts, handtrucks OK.
- \_\_\_ \_\_\_4. Dunnage/pallets stored OK.
- \_\_\_ \_\_\_5. Tools, equipment stored OK.
- \_\_\_ \_\_\_6. Equipment in good repair including  
that equipment brought from home by employees.
- \_\_\_ \_\_\_7. Ladders in good condition.
- \_\_\_ \_\_\_8. Safety chains and gates in place.

### **Changing and Charging Storage Batteries**

- \_\_\_ \_\_\_1. Personal protective equipment provided  
and used in charging/changing areas.
- \_\_\_ \_\_\_2. Emergency eye wash & shower tested  
periodically, in well lit area, location marked,  
and access clear.
- \_\_\_ \_\_\_3. Spills of electrolyte cleaned up properly.
- \_\_\_ \_\_\_4. Ventilation adequate for dispersal of fumes  
and gases.
- \_\_\_ \_\_\_5. Handling eqpt. Properly maintained.
- \_\_\_ \_\_\_6. Syphon being used when handling  
electrolyte.
- \_\_\_ \_\_\_7. Tools and other metallic objects kept  
away from the tops of uncovered batteries.
- \_\_\_ \_\_\_8. No smoking signs posted and rules obeyed.

YES NO

\_\_\_\_ 2. Electrical equipment, wires & panels OK.

\_\_\_\_ 4. Area clan of trash & dirt.

\_\_\_\_ 1. Check for OSHA poster, procedure for fire and emergency, charts, forms, lists as required by the company.

\_\_\_\_ 2. Check OSHA records (from 200, 101)  
terminal inspection and injury records,  
other \_\_\_\_\_

